

MEMORANDUM OF AGREEMENT

This **AGREEMENT** (hereinafter “the Agreement”) is being entered into by and between the Superintendent of Schools and SEIU, Local 888 in order to clarify the parties’ understanding in regard to how the Family Resource Center will operate until November 1, 2019 and in regard to where resources will be allocated.

WHEREAS, the Union and the School Committee are parties to a Collective Bargaining Agreement (hereinafter, “the Contract”);

WHEREAS, the Parties bargained about the work day, duties, personnel assigned to certain locations, and hours of operation of the Family Resource Center and also discussed how they could best increase the hours of operations at the Family Resource Center, in order to provide more options to families;

NOW, THEREFORE, the Superintendent and SEIU, Local 888 agree to the following terms and conditions:

Summer hours will end 10 days prior to the start of school.

Family Resource Center clerks will work until 6 on Thursdays at their hourly overtime rate for all of August until October 20, 2019 – the last day for student transfers. Thursday evenings will be discontinued beginning October 21st until Spring registration. Evening hours will also be offered at the Family Resource Center 3-5 days a week from the week before the start of school until the end of the first week of school (August 19-August 30) at the clerks’ hourly overtime rate. These days and hours – with the exception of the Thursday extended hours – are not mandatory and will be offered to the clerks with the first right of refusal before being offered to the retired or part-time clerks.

Between August 1, 2019 and October 30, 2019, two additional retired clerks will be brought in to work 8-4 and evenings or weekend hours to assist with summer registration. The parties acknowledge that such retired clerks will already be trained for these duties.

Beginning on August 1, 2019, three part-time clerks will be trained to assist with the front desk and cross-trained to assist with enrollments and transportation. These clerks will continue to work on a limited basis throughout the school year.

The Enrollment Clerk at LHS will be located at the Family Resource Center until November 1, 2019 so that the initial enrollments of LHS students will occur at the Family Resource Center where all clerks will be available to assist with that process. The LHS Enrollment Clerk will be paid at the rate of a 6A Clerk while stationed at the Family Resource Center, which is the rate paid to Family Resource Center Clerks pursuant to the Collective Bargaining Agreement. The LHS Enrollment Clerk will continue to be able to start the work day at 7:00 a.m. as long as another clerk is willing to also begin work at 7 a.m., so that hours offered to parents can be expanded and so early morning appointments can be offered.

IN WITNESS WHEREOF, all parties have set their hand and seal to this Agreement as of the dates indicated below.

LOWELL SCHOOL COMMITTEE

_____ Date: August __, 2019
By Superintendent Joel D. Boyd, Ed.D
Duly Authorized by LSC Vote on _____

SEIU, Local 888

_____ Date: August __, 2019
By _____